

Purchasing Card Cardholder Responsibilities

- The purchasing card is to be used to purchase low dollar value items with the total amount of any purchase not to exceed \$2,500. It is to be used for official state use only. **Purchases made with the card must comply with Office of Management and Budget and agency procurement policies and procedures.**
- The cardholder must read and sign the Purchasing Card Application and Use Agreement before a card is ordered.
- When the card is received, the cardholder should sign it immediately and call the number on the back of the card for activation. Acknowledge receipt of the purchasing card by signing the Purchasing Card Application and Use Agreement in the designated area.
- The Purchasing Card **MAY NOT** be used to purchase the following:
 - Alcoholic beverages
 - Ammunition/weapons
 - Cash advances
 - Employee travel (lodging, meals)
 - Entertainment/hospitality/food
 - Flowers/gifts
 - Gasoline/fuel for travel
 - Insurance
 - Leases
 - Legal Services
 - Motor vehicles
 - Non-business/personal items
 - Printing (transaction value >\$1,000)
 - Tax reportable services (1099)
(services with individuals, sole proprietorships, partnerships, estates, and trusts)
- The purchasing card includes the state tax-exempt number, indicating that tax should not be charged. To be safe, always mention to the clerk that your purchase should be tax-exempt.
- Individual cardholders are responsible for following up with the merchant or bank on any erroneous charges, disputed items, or returns as soon as possible. If the cardholder has a problem with a purchased item or billing, they should try to reach a resolution with the vendor.

- Cardholders will receive a monthly account statement from the bank. The statement must be reconciled to the receipts for the month. After it is reconciled, attach the supporting documents, sign the statement, and submit the information to the agency purchasing card administrator.
- If the card becomes lost or stolen, the cardholder must **IMMEDIATELY NOTIFY** the purchasing card company (800-393-3526) and the agency purchasing card administrator.
- When a cardholder terminates employment with the agency or transfers to another agency/division, the purchasing card should be returned to the agency purchasing card administrator.

Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline.